

**GENERAL DEFINITION OF WORK:**

Performs responsible protective service work in the Sheriff's Office involving a variety of general or support duty assignments; does related work as required. Much of the work is performed under emergency conditions and involves considerable personal hazard. Work is performed under regular supervision.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Patrolling assigned area; responding to calls for service; investigating crimes; undertaking special assignments; assisting citizens; maintaining records; preparing reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- On an assigned shift, operates a patrol car to observe for violations of laws, suspicious activities or persons and disturbances of law and order; responds to radio dispatches and answers calls and complaints.
- Serves warrants, summons, subpoenas, court orders and civil process papers; makes arrests; testifies in court.
- Cooperates with law enforcement personnel or other governmental agencies.
- Transports prisoners, mental patients, and intoxicated persons to institutions for confinement or treatment.
- Provides protective escort; maintains order at public gatherings; directs traffic; escorts funeral processions.
- Receives and files reports of crimes; maintains logs and reports of gas mileage, vehicle maintenance, and shift activities; maintains, cleans and stocks law enforcement vehicle.
- Answers telephone; files papers; enters data into computerized system; prepares and maintains detailed reports and files.
- Investigates accidents and criminal activity; processes, fingerprints and searches arrestees; searches vehicles for evidence and contraband; searches for wanted or missing persons; makes field notes; takes reports of missing juveniles and adults.
- Assists disabled motorists; removes disabled vehicles from roadway; clears debris from roadways; removes livestock from roadway; investigates suspicious vehicles; assists fire and rescue.
- May be assigned to a variety of collateral duties such as school resource officer, D.A.R.E., court security, detention officer, records management, administrative support, animal control, etc.

**KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of law enforcement methods, practices and procedures; general knowledge of the geography of the County and location of important buildings; general knowledge of the rules and regulations of the Sheriff's Department; ability to understand and carry out oral and written instructions and to prepare clear reports; ability to deal courteously but firmly with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action; skill in the use of firearms and the operation of a motor vehicle; possession of physical agility and endurance; ability to establish and maintain effective working relationships with associates.

**EDUCATION AND EXPERIENCE:**

Any combination of education equivalent to graduation from high school and experience in law enforcement.

**PHYSICAL REQUIREMENTS:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of Basic Law Enforcement Certificate issued by the Commonwealth of Virginia. Possession of or ability to obtain specific certifications depending on departmental assignment. Must meet and maintain minimum qualifications for the position established by the department and the Commonwealth of Virginia. Must have the ability to pass physical.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.